

Source Reduction Working Group Rules

Source Reduction Working Group
City and County of Honolulu
Department of Environmental Services

April 5, 2023

- 1. Authority and Membership.** The Source Reduction Working Group (“SRWG”) was established in accordance with Section 4-103 of the Revised Charter of the City and County of Honolulu 1973 (2017 Edition). The SRWG consists of ten members appointed by Mayor Rick Blangiardi. If a member’s service concludes before the Committee’s work is complete, the Committee’s membership shall be reduced accordingly, unless and until the Mayor appoints a replacement.
- 2. Purpose and Objectives.** As an advisory committee of the City and County of Honolulu, Department of Environmental Services (“Department”), the function of the SRWG shall be limited to counsel and advice. The primary purpose of the SRWG meetings will be for the SRWG members to collaborate, engage in discussions, and recommend programs and policies to reduce waste generation in O’ahu. See SRWG’s Charter Document for additional information regarding SRWG’s Vision, Mission, and Goals.
- 3. Quorum and Voting.** Except as otherwise provided by law or these rules, a majority of the entire membership shall constitute a quorum of the SRWG, and an affirmative vote of a majority of the entire membership shall be necessary to take any action.
- 4. Meetings.** All meetings shall be conducted pursuant to Chapter 92, Part I, Hawaii Revised Statutes (also known as the “Sunshine Law”). Meetings shall be led by an independent, neutral, third-party facilitator provided by the Department, who shall facilitate meetings in a manner that provides all SRWG members an opportunity to engage in all discussions, deliberations, decisions and actions of the SRWG, and provides public participants with the opportunity to provide comments in accordance with the Sunshine Law and Rules. A final report summarizing the four meeting discussions and recommendations will be produced. The facilitator will not advocate for any issues, any interest groups, or any members of the SRWG.

The presence of a quorum of the SRWG is required for a meeting. For calendar year 2023, the Department plans a total of four two-hour meetings.
- 5. Agenda.** The agenda for each of the planned SRWG meetings shall be set by the Director or Deputy Director. Additional items may be added at the discretion of the Director or Deputy Director of the Department of Environmental Services until the time the agenda is posted. After the agenda is posted, additional items may only be added in accordance with the Sunshine Law.
- 6. Public Testimony.** Pursuant to Sunshine Law, any interested person shall be afforded the opportunity to submit data, views, or arguments, in writing on any agenda item. Interested

persons may also present oral testimony on any agenda item Oral testimony shall be limited to two minutes. No person may read another person's testimony or statement.

7. Correspondence. All correspondence addressed to the SRWG shall be sent by mail or email to:

Mailing address: Source Reduction Working Group
c/o Department of Environmental Services
1000 Uluohia Street, Suite 201
Kapolei, Hawaii 96707

Email address: jleano@honolulu.gov and josh.nagashima@honolulu.gov

The Department shall promptly distribute correspondence to the SRWG members. Any correspondence received by a SRWG member pertaining to the business of the SRWG shall be provided to the Department by emailing the correspondence to jleano@honolulu.gov and josh.nagashima@honolulu.gov for distribution to all SRWG members or by calling the Department at (808) 768-3424 to make alternative arrangements for delivery.

8. Action by SRWG. Except as otherwise provided in these rules, the SRWG shall act by motion. Any member may make a motion. No motion may be received and considered by the SRWG until the same has been seconded.

9. Minutes. The minutes of all meetings of the SRWG shall be in summary form setting forth the major decisions and actions. Drafts of minutes shall be distributed upon completion by Department staff.

10. Conflicts of Interest. Members of the SRWG who have interest in matters before the SRWG shall disclose the nature of the interest, which disclosure shall be part of the SRWG's records. Members of the SRWG making such disclosures may, at their discretion, choose either to vote or abstain from voting on the matters in which they have declared an interest. In this and similar matters, the SRWG shall follow criteria for conflicts of interest established by the Ethics Commission pursuant to Article XI of the Charter and Chapter 3, Article 8 of the Revised Ordinances of Honolulu.

11. Amendment of Rules. These rules may be amended by a majority vote of the SRWG.

12. Effective Date. These rules shall be effective upon the date of adoption by the SRWG.

Date of Adoption: _____